



## Open Records Fee Schedule

Record Type	Fee
Paper Copies	\$.25 per page
Certification of a Record	\$5.00 per record
Specialized Documents For example, but not limited to, blue prints, color copies, nonstandard sized documents	Actual Cost
Facsimile/Other Media	Actual Cost
Redaction fee	No fee charged
Conversion to Paper	\$.25 per page
Postage	Actual Cost

\*Paper copy standard size – cost of 25¢ per page. This fee applies anytime a record is copied to fulfill a request, including photocopying of a paper record or printing a copy of an electronic record. The District may charge a duplication fee for copies of redacted material it must make in order for a requester to view a public record. However, if the requester chooses to obtain these copies, the District will not charge an additional fee.

\*Electronic copying – Electronic copies will normally be provided by email attachment. The fee is 25¢ per page.

\*Certified copy – cost of \$5 per certified record regardless of the number of pages, plus any applicable duplication fees. If a requester asks for certification of multiple records, a separate charge may be assessed for each record certified.

\*Mailed Copy – pay the actual cost of postal fees plus any applicable duplication fees.

\*Facsimile transmission – actual cost of facsimile plus any applicable duplication and certification fees.

\*Duplication in special formats – If a request is made for duplication in a special format and the District chooses to comply; the fee will be the actual cost. Specialized formats include, but are not limited to: removable electronic storage devices, color copies, and nonstandard sized documents.